

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



AIR FORCE INSTRUCTION 36-2807

AIR FORCE MATERIEL COMMAND

Supplement 1

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Personnel

**HEADQUARTERS UNITED STATES AIR
FORCE DEPUTY CHIEF OF STAFF PLANS
AND OPERATIONS ANNUAL AWARDS
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement and AFI 36-2807 prescribes Air Force Materiel Command's (AFMC) participation in the annual awards programs sponsored by HQ USAF, DCS, Plans, and Operations, and private organizations that seek Air Force participation. It applies to all AFMC units and individuals. This supplement does not apply to US Air Force Reserves or Air National Guard units.

SUMMARY OF REVISIONS

This revision aligns the AFMC supplement with AFI 36-2807.

AFI 36-2807, 29 January 2002, is supplemented as follows:

1.3.1. (Added) HQ AFMC/CCQ and commanders of AFMC field units reporting to HQ AFMC may each submit nominations. Submit one nomination, unless otherwise specified, for each award/trophy or category. Do not submit nominations directly to HQ USAF or to the award/trophy sponsor.

1.3.2. (Added) Do not use acronyms unless spelled out and shown with the acronym in parenthesis at the first occurrence in the AF Form 1206. Do not sign the write-ups. Provide one original and three (unless otherwise stated) additional copies of the nomination package for each nomination. Provide an electronic copy of the nomination package (write-up, biography, and citation) on diskette. Ensure an electronic copy of the form is also included.

1.3.3. (Added) Required documentation may consist of but is not limited to the following:

- Commander's endorsement memo
- Nomination write-up
- Biography

- Citation
- Records review RIP
- Quality statement
- Diskette

1.3.4. (Added) Fasten each nomination with paper clips and place in a folder. Do not include supporting documents such as published articles or books. Do not staple or punch holes in the packages.

1.3.5. (Added) Send through command channels and get the endorsements of the Center commander, vice commander, or executive director.

1.3.6. (Added) Do not send classified material.

1.3.7. (Added) A quality review statement is required for individual nominations submitted on military and Department of the Air Force civilian personnel. It will be signed and dated by the person (other than the nominee) who verified the information and will read:

- Military Nomination. "I, (rank or title and name), verify (nominee's rank and name) did not have an active UIF or unfavorable information in a PIF during the nomination period of the (trophy/award)."
- Civilian Nomination. "I, (rank or title and name), verify the official records of (nominee's name) did not contain any disciplinary or adverse action information, nor is action pending that would reflect unfavorably during the nominating period of the (trophy/award)."

1.3.8. (Added) Send one base-level report of individual personnel (RIP) (records review) with each individual nomination. Do not send RIPs when submitting a team, unit, or organization.

3.1. Introduction. This supplement provides procedural guidance for the AFMC annual Airfield Management and ATC awards and nomination procedures.

3.3.2. **Suspense Requirements.** Base nominations should arrive at HQ AFMC/DOB no later than 15 January (or next duty day thereafter if holiday or weekend) each year. AFMC/DOB will convene a selection board NLT 15 February of each year and release results as soon as possible after the board convenes.

3.3.3. **Nomination Packages.** The Base OPR for airfield operations services will send the original of each package and a computer disk containing all nomination data. All nomination packages will contain in order:

3.3.4. **Description of Awards and Nomination Criteria.** Each base may only submit one nomination in each category to AFMC/DOB, Area A, Bldg 262, Room S143, 4375 Chidlaw Road, Wright-Patterson AFB OH 45433-5006. The nominees must be winners of their respective base Airfield Operations awards program. In the event an annual base awards program does not exist, bases must establish adequate nominee selection criteria.

3.3.6.1. A letter signed by HQ AFMC Director of Operations (HQ AFMC/DO).

3.3.6.4. AFMC nomination to compete in the US Air Force Annual Awards.

3.3.7.1. **Selection Board Appointment.** HQ AFMC/DO (or designated representative) appoint board members to select the Annual AFMC Airfield Operations Flight, Air Traffic Control, and Airfield Management Award winners (see attachments 3 & 4 (added)).

3.3.7.2. Award Notification. HQ AFMC/DO notifies respective wing commanders via message announcing all winners.

3.3.7.3. Award Presentation. HQ AFMC/DO will send the engraved plaques and letters to the respective wing commanders who, in turn, will arrange for presentation of the awards to the winners.

5.6.1. Each AFMC field activity may submit one nomination to HQ AFMC/DOX over the signature of the commander or vice-commander.

5.6.2. Typically, nominations are due during mid-March, however, HQ AFMC/DOX will announce actual due date on an annual basis.

7.3.1. Each Center may submit one nomination, for each of the four FOA awards, indorsed by the commander, or vice commander, to HQ AFMC/DO. Center nominations will be sent to HQ AFMC/DOO, Area A, Bldg 262, Room S143, 4375 Childlaw Road, Wright-Patterson AFB OH 45433-5006.

7.3.2. Send nomination packages not later than the dates listed on HQ AFMC/DOO web page (<http://www.afmc-mil.wpafb.af.mil/HQ-AFMC/DO/doo.htm>).

7.3.3.3. Provide an electronic copy of nomination package on diskette.

8.4. AFMC units may submit one nomination for each award in paragraph 8.3.

8.4.1. AFMC units will send nominations to HQ AFMC/DOV, 508 West Choctawatchee Ave, Suite 4, Eglin AFB FL 32542-5713, by 10 January.

8.5. A board of three officers, chaired by the HQ AFMC life support officer and chief enlisted life support manager, will meet at HQ AFMC/DOV to select the AFMC nominees to be forwarded to the HQ USAF awards board.

8.6. AFMC nominees selected for AFMC awards and for nomination to the Air Force board will be informed by letter sent to the appropriate unit commander.

8.7. AFMC winners will receive a citation letter and engraved plaque.

9.3.1. Send nominations packages to HQ AFMC/DOO, Area A, Building 262, Rm, S143, 4375 Chidlaw Road, Wright-Patterson AFB OH 45433-5006, not later than 1 February each year.

9.3.3.4. (Added) A 3x5 floppy disk with all the required documents.

9.6. Individual MAJCOM winners will receive:

9.6.1. A certificate signed by the MAJCOM/DO

9.6.2. An Engraved plaque.

10.3. All AFMC flying units may submit one nomination for each category.

10.3.1. Send nomination packages to HQ AFMC/DOO, Area A Bldg 262 Room S143, 4375 Chidlaw Road, Wright-Patterson AFB OH 45433-5006, not later than 20 February.

10.3.3. Packages need to include requirements of paragraphs 10.3.3.2, 10.3.3.3 and 10.3.3.4. Letter of transmittal needs to be signed by the unit commander.

11.4. AFMC units may submit one nomination for each award in paragraph.

11.4.1. AFMC units will send nominations to HQ AFMC/DOV, 508 West Choctawatchee Ave, Suite 4, Eglin AFB FL 32542-5713 not later than 10 Jan.

11.5. A board of three officers, chaired by the HQ AFMC life support officer and chief enlisted life support manager, will meet at HQ AFMC/DOV to select the AFMC nominees to be forwarded to the HQ USAF awards board.

11.6. AFMC nominees selected for AFMC awards and for nomination to the Air Force board will be informed by letter sent to the appropriate unit commander.

11.7. AFMC winners will receive a citation letter and engraved plaque

14.1. The AFMC Functional Manager for Weather, will appoint a board to review all nominations and select the winners. Selections will be forwarded to HQ USAF/ XOW for competition at the Air Force level. Awards will be presented to the AFMC winners through proper command channels.

14.2.2. Each AFMC activity may submit one nominee for each award category. Nominations are due to the AFMC Functional Manager for Weather no later than 20 January.

14.2.5.10. (Added) Robert (Bud) Long Award. This award honors Brigadier General Robert (Bud) Long, former commander of the 4th Weather Group and a former commander of the Air Force Cambridge Research Laboratories. General Long is founder of the staff meteorology function, which supports the Air Force's Research and Development effort. This award recognizes individual excellence by a member (staff meteorologists with an Air Force specialty code of 15W1A, 15W3A or civilian equivalent) making the greatest contribution to the Air Force and/or DoD research, development, test, and evaluation activities. Nominations for the calendar year are due to the AFMC Functional Manager for Weather no later than 20 January.

17.3.1. Each Center may submit one nomination, indorsed by the commander, or vice commander, to HQ AFMC/DO. Center nominations will be sent to HQ AFMC/DOO, Area A, Bldg 262, Room S143, 4375 Childlaw Road, Wright-Patterson AFB OH 45433-5006.

17.3.2. Send nomination packages not later than the dates listed on HQ AFMC/DOO web page (<http://www.afmc-mil.wpafb.af.mil/HQ-AFMC/DO/doo.htm>).

17.3.3.5. Provide an electronic copy of nomination package on diskette.

18.1.8.1. (Added) Each Center may submit one nomination, indorsed by the commander, or vice commander, to HQ AFMC/DO. Center nominations will be sent to HQ AFMC/DOO, Area A, Bldg 262, Room S143, 4375 Childlaw Road, Wright-Patterson AFB OH 45433-5006.

18.1.8.2. (Added) Send nomination packages not later than the dates listed on HQ AFMC/DOO web page (<http://www.afmc-mil.wpafb.af.mil/HQ-AFMC/DO/doo.htm>).

18.1.9.1. (Added) Each Center may submit one nomination, indorsed by the commander, or vice commander, to HQ AFMC/DO. Center nominations will be sent to HQ AFMC/DOO, Area A, Bldg 262, Room S143, 4375 Childlaw Road, Wright-Patterson AFB OH 45433-5006.

18.1.9.2. (Added) Send nomination packages not later than the dates listed on HQ AFMC/DOO web page (<http://www.afmc-mil.wpafb.af.mil/HQ-AFMC/DO/doo.htm>).

Attachment 8**BOARD/SCORING PROCEDURES (ADDED)****A. Board Procedures:**

- A board consisting of at least (minimum) five members will convene to discuss all submissions in each category
 - A board chairman will be appointed for each designated board
 - The board chairman will facilitate the process and has no special voting powers
 - The board chairman is responsible to present all tie votes to the Chief, Air Traffic Services for final determination
 - In the event a board member is absent when the board convenes, their score sheet will be turned in prior to the board convening and will be counted equally with those board members who are present
- Multiple boards may be established to cover submissions in all categories
 - A board chairman must be appointed
 - The same board chairman may be appointed for each board
- All board members will have an equal vote

A. Board Scoring:

- When the board members present agree, the board chairman will call for completed voting sheets and tally all votes. The board chairman will ensure votes are accomplished in the following manner:
 - All votes will consist of whole point votes
 - Individual members may not declare a tie and split votes. Voting will be as follows:
 - All 1st place votes will receive “5” points
 - All 2nd place votes will receive “4” points
 - All 3rd place votes will receive “3” points
 - All 4th place votes will receive “2” points
 - All 5th place votes will receive “1” point
 - All remaining submissions will receive “0” points
 - Any submission with greater than a three place difference in voting between board members will be discussed to determine why board members have such differing views on a particular package
 - No board member will be forced to adjust votes
 - A board member may reconsider their vote based upon information learned during discussions
- When all discussion is complete, the board chairman will call for a final vote.
 - All votes will be final.

- Tallies of the final votes will be accomplished on the spot to ensure there are no miscommunications.
- Board members may not release results until approved by the Chief, Air Traffic Services.

SCORING SHEET (ADDED)

Date: _____

[illegible]

CATEGORY	A R N O L D	E D W A R D S	E G L I N	H I L L	K E L L Y	K I R T L A N D	P A L M D A L E	R O B I N S	T I N K E R	W P A F B
11. Airfield Management Airman (E-1 AB to E-4 SrA) of the Year.										
12. Airfield Management Supervisor (civilian) of the Year.										
13. Airfield Management Journey-man/Technician (civilian) of the Year.										

NOTE: Handwrite scores in the appropriate block.

PERRY L. LAMY, Brigadier General, USAF
Director of Operations